

Test Integrity



DC CAS Training Test Security

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Topics Covered

1. Enrollment Verification
2. Secure Test Materials
3. Chain of Custody Documentation
4. Shipment of Materials

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(1) Verify Enrollment Data



- Complete the verification of enrollment data with the OSSE Data Enterprise Unit August-January
- Test Chairperson's (TC) Kit is shipped from CTB to the Testing Site in March
- The TC Kit should arrive approximately one month before the testing window begins

Source: Test Chairperson's Training, March 12-14, 2013.

Consequences Without Verification



The actual roster of students tested during the testing window should closely match the pre-planned roster of enrolled students in the tested grades

**If the rosters
do not
reconcile**



Order Drop and Add Forms

**Fill-in Student Demographic
Information Manually**

Source: Test Chairperson's Training, March 12-14, 2013.

The Test Chairpersons' Kit



- See Sample TC Kit here
http://www.ctb.com/2013DCCAS_TCKVirtualKit.pdf
- Locate the Student Pre-Id Roster for the DC CAS
- Review your school's enrollment roster of students in the tested grade
- Reconcile the two rosters (CTB and Your School)

(2) Secure Test Materials



Account for Test Materials at all Times

- Upon Receipt- Who signs for the materials?
- During Initial Storage- Who has access?
- Inventorying- Who will inventory?
- Distribution- How and to whom?
- Between Testing, Check In and Storage
- After Testing Check In, Inventory and Preparation for Shipment

Source: Test Integrity NCME Endorsed, 2012 Final.

Suggestions



- Request that the Principal Surrender his/her Master Key during the Testing Window
- Request that the Grounds and Cleaning Engineers Refrain from Tidying the Storage Area until the Testing Window has Closed
- Sequester the storage area

Source: Educational Measurement, Millman and Green (1993), page 335-366.

Suggestions



- Suggest that the Testing Coordinator/Chairperson place Wastebasket (typically in the room where tests are stored) in the hall/outside the door for emptying, or
- Post Access Log inside the Storage Area (persons with access will indicate date, time, initial and sign)

Source: Educational Measurement, Millman and Green (1993), page 335-366.

Suggestions



- Place test items in a **double** locked area
 - Locked room
 - Locked cabinet
- Consider security seals, tape or locked mobile cabinets
 - Seals affixed to test booklets
 - Seals affixed to boxes/bins for each testing group
 - Locks applied to mobile cabinet

Source: Educational Measurement, Millman and Green (1993), page 335-366.

(3) Chain of Custody



Documenting the *Whereabouts* of the Test Materials

- Schedule the times the materials will be distributed and collected
- Document the check in/out by **barcode by** and **by testing group**
- Test Administrators are responsible for sign in/out of **their** testing group materials

Consequences of Failure to Document Chain of Custody



The School Security Check List should be an accurate representation of the person who has an individual/group test materials in their possession

The Check List is Incorrect When

Test Administrator (1) signs out the materials and hands off to someone else

Test Administrator (1) fails to sign the List at all

Violation: Fraudulent Misrepresentation of Testing Groups

Source: Test Chairperson's Training, March 12-14, 2013.

(4) Shipment



Pass the Hot Potato!

- Return materials to the distribution/staging area immediately after testing
- Inventory and pack materials immediately after collection of the materials
- Ship materials immediately after inventorying and packing

Suggestions DCPS and PCSB Schools



After testing, materials will be picked up from the schools by ADS and shipped to CTB the last two days of the testing window.

Schools may elect to contact ADS directly at 800-840-9965 or CTB Customer Services line at 800-994-8579 to make arrangements for pick up

- Document ADS response
- Record the confirmation number and date of pick up
- Involve CTB and OSSE as needed

Source: Frequently Asked Questions, DC CAS 2013, OSSE, page 6

Suggestions

Non-public and Out-of-Area Schools



- Non-public and out-of-area schools are instructed call Federal Express to schedule a pick up day and time.
- Federal Express (phone 800-463-3339) should be called at least 24 hours before the expected pick up. The prepaid air bills for non-public schools will be provided within the shipment of testing materials.
- Please do not discard these prepaid labels and save so that they can be affixed to the boxes upon return.

Source: Frequently Asked Questions, DC CAS 2013, OSSE, page 6

Consequences of Failure to Document Shipment



The Signed Bill of Ladens should be an accurate representation the number of boxes, date of shipment and the condition of the shipped materials

**Without a
signed Bill
of Laden**



**Shipment of Secure Materials Can
not be Confirmed**



**Strong Possibility of Investigation
for Missing Materials**

Source: Test Chairperson's Training, March 12-14, 2013.

Closing



Thank you for your time
and attention!

Please contact Tonya Mead, PhD Test Integrity Coordinator
for questions, comments and suggestions at
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